



SCCID Website User Account

Closing Case and Submitting Final Voucher



SCCID

SOUTH CAROLINA COMMISSION ON INDIGENT DEFENSE

Steps to Case Closing

- Step 1:** Log in to user account on SCCID website at <http://sccid.sc.gov>
- Step 2:** Find case to be closed in list of registered cases
- Step 3:** Submit Timesheet or enter time
- Step 4:** Submit Final Voucher

Case Closing & Final Voucher

Step 4: Submit Final Voucher

Step 2: Find case to be closed in list of registered cases

Step 3: Submit Timesheet or enter time

Step 1: Log In Process

User Login

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You must be a registered member with a verified email address and password to gain access to many areas of this web site. Please login below or register for new member access.

Log In to your SCCID account.

Email Address*

Password*

[Forgot Password?](#)

[Having trouble logging in?](#)

Log In

New User Registration

A Disclaimer will appear. Please read it and click OK.

User Login

This system is solely for the use of authorized South Carolina Commission on Indigent Defense (SCCID) users. The information contained herein is the property of SCCID and subject to non-disclosure, security and confidentiality requirements. SCCID shall monitor system usage for unauthorized activities. Any user accessing this system expressly consents to such monitoring.

OK


Step 2: Find Case to be Closed


Once you are logged in, you will be directed to a page that looks like this:


[HOME](#) | [ABOUT US](#) | [CONFERENCES](#) | [RESOURCES](#) | [USER SERVICES](#) | [NEWS](#) | [CONTACT](#)


My Cases

Register a New Case


Criminal, PCR, SVP
*includes Juvenile Criminal
 [See Case Types](#)
[Register](#)

Family Court
*excludes Juvenile Criminal
 [See Case Types](#)
[Register](#)

Probate Court
 [See Case Types](#)
[Register](#)

Death Penalty
 [See Case Types](#)
[Register](#)

Search Your Registered Cases

 Narrow your search by using **any** or **all** of the search methods below.


Select a Client


Select a Case Type


Select a Case Status

Select a Time Span

[Search](#) ☐ Save These Selections

 [Edit My Account](#)

 [User FAQs](#)

 [Comments](#)

[Submit Comment](#)

Case Registration Process

Step 1: Under “Search Your Registered Cases”, use one of the 4 options to find your client’s case. click “Search”

Search Your Registered Cases

i Narrow your search by using **any or all** of the search methods below.

Select a Client

Select a Case Type

Select a Case Status

Select a Time Span

Search >

☐ Save These Selections

i Edit My Account

? User FAQs

... Comments







Submit Comment >

You will see found cases for that client on list like this:

[Download this Spreadsheet >](#)

Showing 1 to 3 of 3 Matching Vouchers

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

EDIT CASE / CASE TYPE	CLIENT NAME	VIEW TIMESHEETS	PAYMENT VOUCHERS	VOUCHER STATUS	VOUCHER ID
Edit Case Criminal	Contract Contract Registered on 01/31/2014				75319
					75320

Once you have found your client's case, click on VIEW TIMESHEET to either enter time or upload timesheet.


Step 3: Submit Timesheet

You will get a screen like this and you have 2 options: (1) Upload the Spreadsheet with your time entries OR (2) enter the time on the site manually

Voucher Timesheet

Client Name: Contract Contract
Voucher ID: 75320
Case Name: Contract Test
Case Type: Felony (Non-Capital)

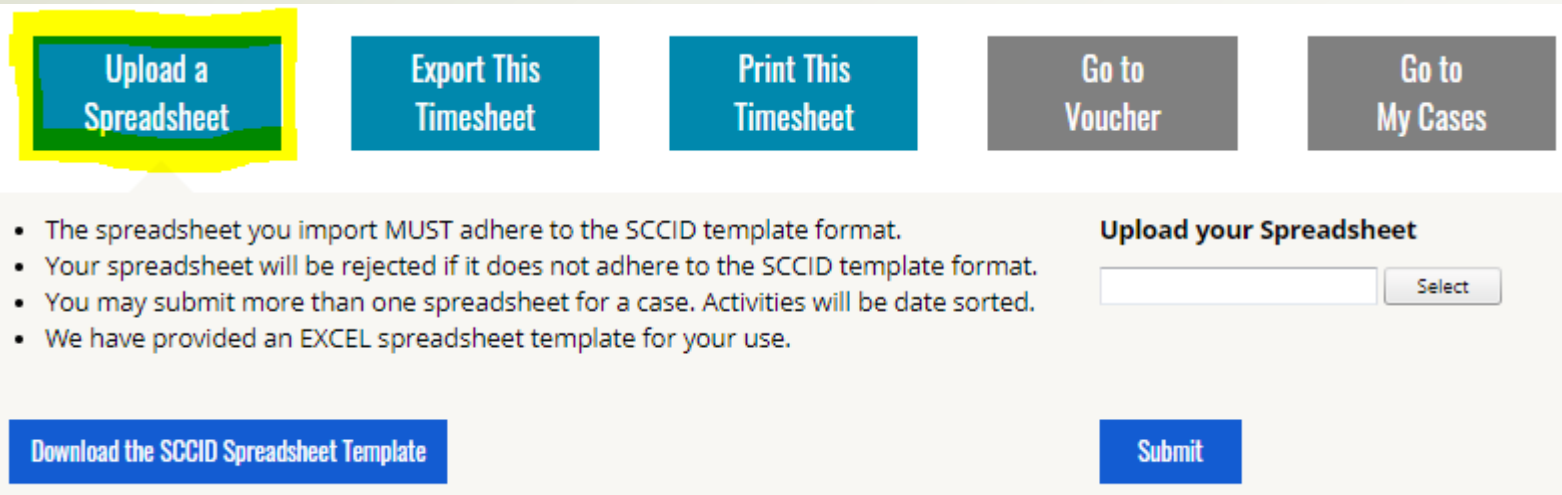
[Upload a Spreadsheet](#)[Export This Timesheet](#)[Print This Timesheet](#)[Go to Voucher](#)[Go to My Cases](#)

EDIT/ SAVE	DATE	ACTIVITY	OUT-OF- COURT TIMES	IN-COURT TIMES	DELETE
SAVE OR CANCEL	<input type="text"/> 	<input type="text"/>	<input type="text" value="00.00"/>	<input type="text" value="00.00"/>	
Total Hours			0	0	

If you use a case management program, you can contact the provider and provide them with the spreadsheet template and ask them to create a similar spreadsheet for you to upload from their program to our system.

Submit Timesheet

- To upload the Spreadsheet, click **“Upload Spreadsheet”** and you will get this page.
- Click **“Select”** to select the file location for your saved spreadsheet (i.e. Doe, John Timesheet).
- Click **“Submit”**. The time entries will appear on the table.
- Click the **“Go to Voucher”** button



Upload a Spreadsheet Export This Timesheet Print This Timesheet Go to Voucher Go to My Cases

- The spreadsheet you import MUST adhere to the SCCID template format.
- Your spreadsheet will be rejected if it does not adhere to the SCCID template format.
- You may submit more than one spreadsheet for a case. Activities will be date sorted.
- We have provided an EXCEL spreadsheet template for your use.

[Download the SCCID Spreadsheet Template](#)

Upload your Spreadsheet

Step 4: Submit Final Voucher

Once you click, Go to Voucher, you will go to this screen:

Criminal, PCR, SVP Voucher

Client Name: Contract Contract

Voucher ID: 75320

Case Name: Contract Test

Case Type: Felony (Non-Capital)

☐ This is the Final Voucher on the case, no further expense vouchers or timesheet entries will be submitted.

1. Attorney Fees

[View Timesheet](#)

Contract 608 Attorney

Total Fees:

\$ 0.00

Submit Final Voucher

The fees and expenses should total \$0.00 because payment was made at the beginning of the case.

Scroll to the bottom and click “Save and Continue”

3. Less Amount Paid

Less amount paid by defendant or by any person on defendant's behalf including any and all funds received from previous attorney for current counsel agreeing to assume appointment:

\$ 0.00

4. Total Fees and Expenses

Total Fees and Expenses:

\$ 0.00

Save Voucher to Edit Later

Save and Continue ►

Submit Final Voucher

You will be directed to a page that would require information about the disposition of the case.

First, select the Judge that presided over the final hearing.

Criminal, PCR, SVP Voucher

Client Name: Contract Contract

Voucher ID: 75320

Case Name: Contract Test

Case Type: Felony (Non-Capital)

5. Payable Information

Trial Judge*

Don't see your judge?

Add a Judge

- ☐ Interim Voucher
- ☒ Final Submission: no further requests for funds

Submit Final Voucher

Select the Disposition and Outcome of the case from the dropbox choices.

You may enter additional comments/explanations if needed.

A. Method of Disposition

Case Type: Felony (Non-Capital)

Disposition

Select a Disposition



Outcome

Select an Outcome



Additional Comments and Explanations

Contract Test, no dispositions or outcomes available. No Final Voucher option...

B. Payment Information

i If any of this information is incorrect, please update your Account Profile before submitting this voucher. Check will be made payable and mailed to only one attorney, firm, or public defender office as requested below.

[Update Your Account Profile](#)

Mailing Address: Test Test
1330 Lady Street
Columbia, SC 29201

SC Vendor ID #: 7000000001

Phone Number: 803-734-1239

Submit Final Voucher

You can disregard the Upload section here because you have already uploaded the Order of Appointment and the Final Order is not needed. Check the **Accept Terms** box and **Submit the Voucher**

C. Upload Associated Documents and Files

Upload your documents and files associated with this voucher.

- File type is limited to PDF.
- All file sizes are limited to 10MB.
- Bills, orders and receipts may be uploaded here, faxed to 803-734-1345, or emailed to CC@SCCID.SC.GOV.
- Files you submit will be uploaded when Saving or Submitting the Voucher.

i The Order of Appointment is required for all cases.

A Final Order is required when submitting the final voucher on all PCR cases.

D. Certification and Electronic Signature Authorization

I certify that this is a true and correct statement of the services I have rendered in this case and the expenses which were incurred.

Transaction Act, thereby establishing the legal effect or validity of records subject to electronic submission. S.C. Code Ann. § 26-6-10 (1976). By submitting the voucher, petitioner's actions hereby infer an agreement. "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. S.C. Code Ann. § 26-6-10 (1976).

Each governmental agency of this State shall determine if, and the extent to which, it will send and accept electronic records and electronic signatures to and from other persons and from other persons and otherwise create, generate, communicate, store, process, use and rely

☐ I Accept the Terms of this Agreement.

Save Voucher to Edit Later

SUBMIT THE VOUCHER >

CASE CLOSED

REMEMBER to Log Out when you have completed your session.



LOG OUT

Questions



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